

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101

CAAG-SP

3 August 2010

MEMORANDUM FOR Members of the Active or Retired California National Guard or Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2010-55 – Expires 2 September 2010

1. The Military Department is accepting applications for the State Active Duty temporary position indicated below. This position is a temporary backfill for a service member that has been detailed to another location until August 2011. Continuation of service of the selected applicant will be determined by the individual's performance of duty, continuation of funding and when the detailed service member previously assigned to this position returns to duty. ***The service member selected for this position will be paid at their federal, retired or California State Military Reserve pay grade, not to exceed 0-6.*** This vacancy announcement will expire on 2 September 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with any of these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist provided at the end of this announcement.

a. TITLE AND PAY GRADE:	Director, Homeland Security (SAD 0-6)
b. EMPLOYMENT LOCATION:	1130 K Street, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	20 September 2010 *
d. SELECTING SUPERVISOR:	Director, Joint Staff

\* Appointment ends upon return of temporarily detailed service member (estimated August 2011)

3. The basic qualification requirements are:

- a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grade of 0-5 or 0-6 may apply
- b. Education/Experience: Completion of the appropriate level of military and civilian education commensurate with the grade of the applicant is required.
- c. Military Assignments: Experience in Joint and Interagency Operations.
- d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.
- e. Must possess a Bachelor's Degree. ***Attach documentation to support this requirement.***
- f. Must qualify for a Secret level security clearance.
- g. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve, or a Retired California Army/Air National Guard service member, complete, sign and submit the height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates

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your current medical fitness.

h. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulations.

i. Should be knowledgeable of emergency management organizations, training, management systems and processes, and of emergency response systems.

j. In-depth knowledge of the military model of systematic training and exercise development and the Homeland Security Exercise and Evaluations Program (HSEEP).

k. Should be able to travel on overnight and extended trips.

4. Desirable qualifications include:

a. War College or equivalent.

b. Experience with the state fiscal support systems.

c. Senior level joint operations experience.

5. Principal duty functions:

Under the general direction of the Assistant Secretary, Training and Exercise Division, California Emergency Management Agency (CalEMA), the Director works independently and is responsible for exercising sound judgment and initiative in making managerial and supervisory decisions to assure the effective accomplishment of daily operations within the Training and Exercise Division and is expected to exercise an extremely high degree of independent judgment and discretion.

a. Serves as the Director, Homeland Security Training and Exercise Program, CalEMA and is responsible for the statewide development, management and delivery of training and exercise programs to enhance state, regional and local capabilities to deter, prevent, respond to, and recover from, all hazard events – natural or man-made.

b. Responsible for a diverse team of 51 State Active Duty (SAD), State Civil Service (SCS), the Assistant Director, Exercise Branch, the Resource Management Branch and the Operations Officer, Operations Branch, and coordinating with the California Specialized Training Institute.

c. Ensures compliance with program requirements established by the U.S. Department of Homeland Security.

d. Plans, directs and produces seminars, table-top exercises, functional exercises and full scale exercises of a range of Homeland Security scenarios including the Governor's annual statewide exercise series "Golden Guardian" which tests State, regional and local emergency plans to respond to a natural, man-made, or technological catastrophic disasters.

e. Coordinates and oversees other agency training and education programs as directed.

f. Provides expert guidance in the development, projection, preparation and close-out of homeland security issues. Oversees and performs actions pertaining to the planning, programming, expenditure, funding allocation, procurement, accounts management, reconciliations for an annual operating budget of 13.5 million dollars as well as the reporting of personnel management and fiscal activities.

g. Maintains situational overview and professional knowledge of Homeland Security exercise design training programs and exercise management programs through attendance at various professional seminars and courses. Prepares and/or reconciles the Homeland Security Training and Exercise Program reports involving state and federal personnel management, preparation of Budget Change Proposals

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(BCPs), automated budget, Homeland Security reporting and accounting systems that directly impact program requirements.

h. Assigns, reviews and prioritizes work projects for the Homeland Security personnel when positions become established. Approves all leave usage of primary staff members, evaluates performance, initiates or makes recommendations for selection, and performs all other duties inherent with supervision requirements.

i. Performs other duties as assigned.

6. The officer selected for this position may be eligible for state health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at

<http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on Thursday, 2 September 2010. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to [cheryl.arbaugh@ng.army.mil](mailto:cheryl.arbaugh@ng.army.mil). Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

*Mirtha Younger (3 Aug 10)*

MIRTHA YOUNGER

Major, USAR Retired

Acting Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.

Have you completed and signed your application form?	
Have you attached certification of your Bachelor's degree?	
Have you attached a copy of your height, weight & physical fitness verification?	